

Event Services

Position:	Graduate Assistant for Reservations and Guest Services
Remuneration:	\$13,500.00 (plus tuition waiver)
Contact Person:	Brianne Szymanski, Assistant Director of Event Services

Position Description

Ohio University Event Services is responsible for the operations and event coordination of the John Calhoun Baker University Center, Templeton Blackburn Alumni Memorial Auditorium, Galbreath Chapel, Walter Hall Rotunda and outdoor spaces, as well as execution of major university events. The Event Services Reservations GA will gain hands-on and theoretical experience in event management, venue management, and student staff management. The GA will primarily focus on event planning and advancement, logistical arrangements for major university events, operations of a university information desk, and student staff training.

Schedule

- 20 hours per week, between the hours of 8a-5p Monday-Friday
- Some night and weekend hours necessary

Responsibilities and Duties

- Assist with student staff training and supervision
- Event advancement and planning in spaces managed by Event Services
- Assist Associate Director and Assistant Directors with major events and assigned projects
- Coordinate details of fall and spring Commencements
- Actively participate in departmental meetings
- Manage pending web users and reservations in databases
- Communicate and enforce policies and continue to improve customer service

Minimum Qualifications: Applicants must have attained a bachelor's degree and be accepted into a graduate program at Ohio University. Preference will be given to individuals interested in a career in event planning, college union management, student activities, or auditorium management. We prefer those who are able to make a two-year commitment to the Assistantship and are accepted and enrolled in the College Student Personnel or Higher Education Program. Applicants should possess strong organizational skills in addition to student supervisory experience. Successful candidates will demonstrate a high tolerance for ambiguity and an ability to work in a fast-paced, ever evolving environment. Familiarity with electronic databases and web-based tools is desired.

This position is currently filled for the 2019-20 school year.

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students, at es933317@ohio.edu or (740) 593-1800. **Questions regarding the above position should be directed to:** Brianne Szymanski, Assistant Director of Event Services at szymamb@ohio.edu or 740.593.4001

